



CITY OF HOUSTON

Job Posting

DNO

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	YOUTH SPORTS PROGRAM ASSISTANT MANAGER
Posting Number	PN# 103251
Department	PARKS AND RECREATION
Division	RECREATION OPERATIONS
Section	RECREATION – NE REGION
Reporting Location	2999 SO. WAYSIDE
Workdays & Hours	M - F, 8 a.m. - 5 p.m.

*Subject to change

DESCRIPTION OF DUTIES

This individual will assist in developing, organizing, coordinating, and managing league and instructional play, special events, and tournaments within a region. Conduct workshops for players and volunteer coaches. Assist with assigning staff for league development, implementation, and provide general assistance to other regions when needed. Assist with the preparation of league sites for play, ensuring that equipment is set up, officials are scheduled, and fields and courts are marked for play and in safe condition. Assist with the distribution of equipment and uniforms to team/league managers. Assist with planning and scheduling of leagues and the registration process for each sport in a region. Assist with marketing and promotion of the various sports programs. Perform other duties as needed.

ESSENTIAL FUNCTIONS/WORKING CONDITIONS

This position occasionally requires stooping and bending. Occasional light lifting of up to 20 pounds and/or equivalent weight may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Sports and Fitness Management, Physical Education, or a sports/recreation related field or a directly related professional experience may be substituted for the education requirement on a year for year basis.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of experience in sports coaching at the high school, junior college, university, semi-professional or professional level are required; or three (3) years experience playing the relevant sport at the university, semi-professional or professional level; or three (3) experience in managing or developing a large youth sports program. Four (4) years of compensated experience in sports coaching at the high school, junior college, university, semi-professional or professional level; or four (4) years of compensated experience playing the relevant sport at the semi-professional or professional level; or four (4) years of compensated experience in managing or developing a large youth sports program may be substituted for the degree requirement at the request of the Parks and Recreation Department and upon the approval of the Human Resources Department. Experience as a volunteer coach in the relevant sport may be substituted for the experience requirement on a two-for-one year basis at the request of the Parks and Recreation Department and upon the approval of the Human Resources Department.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Driver’s License and comply with the City of Houston’s police on driving (AP 2-2).

PREFERENCES

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 20
\$1,151 - \$1,574 Biweekly \$29, 926 - \$40, 924 Annually

OPENING DATE March 2, 2005

CLOSING DATE March 8, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker 1st. floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer